

Adopted: September 2001 , Revised: _____**Class Title: Superintendent of Recreation****BRIEF DESCRIPTION OF THE CLASSIFICATION:**

Directs and administers the City's public recreation program. Advises the director's office on recreational issues.

ESSENTIAL FUNCTIONS:

This information is intended to be descriptive of the key responsibilities of the classification. The following examples do not identify all duties performed by any single incumbent. Specific requirements of individual positions are described in the Job Description.

Physical Strength Code		ESSENTIAL FUNCTIONS
1	S	Provides service delivery by directing and overseeing program implementation and meeting with team members weekly.
2	S	Performs fiscal management by overseeing the budget, meeting with leadership team members, ensuring service delivery objectives and implementing strategies to expand service delivery.
3	S	Manages public inquiries by listening, investigating and responding to complaints and concerns.
4	S	Prepares reports by overseeing committees and participating in the preparation of reports.
5	S	Ensures staff development by facilitating training programs and resolving conflicts.

Adopted: September 2001 , Revised: _____**CLASS REQUIREMENTS:**

CLASS REQUIREMENTS	
Formal Education / Knowledge	Work requires broad knowledge in a general professional or technical field. Knowledge is normally acquired through four years of college resulting in a Bachelor's degree or equivalent.
Experience	Five years experience as a recreation supervisor.
Certifications and Other Requirements	Valid Driver's License
Reading	Work requires the ability to read memos, legal documents, contracts and grants.
Math	Work requires the ability to perform general math calculations such as addition, subtraction, multiplication and division.
Writing	Work requires the ability to write memos letters, grants, contracts and reports.
Managerial	Managerial responsibilities include managing personnel and schedules, overseeing activities and planning programs.
Budget Responsibility	Oversees budget preparation of bureau budget and reviews and approves expenditures of significant budgeted funds for the bureau and may research and prepare recommendations for city-wide budget expenditures.
Supervisory / Organizational Control	Work requires managing and monitoring work performance by directing subordinate supervisors or administrators, including making final decisions on hiring and disciplinary actions, evaluating program/work objectives and effectiveness, and realigning work and staffing assignments, as needed.
Complexity	Work is widely varied, involving analyzing and evaluating many complex and significant variables. City-wide policies, procedures, or precedents are developed and/or recommended.
Interpersonal / Human Relations Skills	Contacts others within the organization. These contacts may involve similar work units or departments within the City which may be involved in decision making or providing approval or decision making authority for purchases or projects. In addition, these incumbents work with individuals outside the City who may belong to professional or peer organizations. Working with various state and federal agencies may also be required of the employee.

Adopted: September 2001 , Revised: _____**OVERALL PHYSICAL STRENGTH DEMANDS:**

Sedentary X	Light	Medium	Heavy	Very Heavy
S = Sedentary Exerting up to 10 lbs. occasionally or negligible weights frequently; sitting most of the time	L = Light Exerting up to 20 lbs. occasionally, 10 lbs. frequently, or negligible amounts constantly OR requires walking or standing to a significant degree.	M = Medium Exerting 20-50 lbs. occasionally, 10-25 lbs. frequently, or up to 10 lbs. constantly.	H = Heavy Exerting 50-100 lbs. occasionally, 25-50 lbs. frequently, or up to 10-20 lbs. constantly.	VH = Very Heavy Exerting over 100 lbs. occasionally, 50-100 lbs. frequently, or up to 20-50 lbs. constantly.

PHYSICAL DEMANDS:

C = Continuously 2/3 or more of the time.	F = Frequently From 1/3 to 2/3 of the time.	O = Occasionally Up to 1/3 of the time.	R = Rarely Less than 1 hour per week.	N = Never Never occurs.
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This is a description of the way the job is currently performed; it does not address the potential for accommodation.

PHYSICAL DEMANDS	FREQUENCY CODE	DESCRIPTION
Standing	O	Meetings, presentations, filing, supervision
Sitting	F	Computer, desk work, answering telephone
Walking	F	Inter-office, to/from various meetings
Lifting	R	Office supplies, files, folders, reports, books, binders
Carrying	R	Office supplies, files, folders, reports, books, binders
Pushing/Pulling	R	Inspections in the field
Reaching	R	Inspections in the field
Handling	R	Office supplies, files, folders, reports, books, binders
Fine Dexterity	F	Computer keyboard, calculator, writing
Kneeling	R	Inspections in the field
Crouching	R	Inspections in the field
Crawling	N	
Bending	R	Inspections in the field
Twisting	R	Inspections in the field
Climbing	N	
Balancing	R	Inspections in the field
Vision	C	Computer, desk work, inspections, repair or maintenance on equipment, use of office equipment, driving
Hearing	C	Telephone, co-workers, staff, vendors, customers, citizens, general public, meetings, presentations
Talking	C	Telephone, co-workers, staff, vendors, customers, citizens, general public, meetings, presentations
Foot Controls	F	Driving
Other (specify)	N	

Adopted: September 2001 , Revised: _____**MACHINES, TOOLS, EQUIPMENT, AND WORK AIDS:**

Computer, laser or inkjet printer, copy machine, fax machine, telephone, calculator, Standard Microsoft Windows and Office software

ENVIRONMENTAL FACTORS:

D = Daily	W = Several Times Per Week	M = Several Times Per Month	S = Seasonally	N = Never
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HEALTH AND SAFETY		ENVIRONMENTAL FACTORS	
Mechanical Hazards	N	Dirt and Dust	N
Chemical Hazards	N	Extreme Temperatures	S
Electrical Hazards	N	Noise and Vibration	N
Fire Hazards	N	Fumes and Odors	N
Explosives	N	Wetness/Humidity	N
Communicable Diseases	N	Darkness or Poor Lighting	N
Physical Danger or Abuse	N		
Other (see 1 below)	N		

PRIMARY WORK LOCATION	
Office Environment	X
Warehouse	--
Shop	--
Vehicle	--
Outdoors	--
Other (see 2 below)	X

(1)

(2) Offsite project locations

PROTECTIVE EQUIPMENT REQUIRED:

None

NON-PHYSICAL DEMANDS:

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NON-PHYSICAL DEMANDS	
Time Pressures	F
Emergency Situations	O
Frequent Change of Tasks	F
Irregular Work Schedule/Overtime	O
Performing Multiple Tasks Simultaneously	F
Working Closely with Others as Part of a Team	F
Tedious or Exacting Work	O
Noisy/Distracting Environment	R
Other (see 3 below)	N

(3)